This screencast demonstrates how to use subject headings to find theological reference books. It will help you find materials appropriate for your current assignment in this course.

Has it ever happened to you:
- You look up a term in an online or print medical dictionary only to learn you need to see a different term.
- For example, not gap between two teeth, but diastema.
This also happens when searching for scholarly information.
- For example, instead of finding no relevant results using the keywords characteristics, potential, and spouse, by using mate selection you find exactly what you need.
- Or, instead of finding only one or two results using the keywords chick flicks, by using motion pictures for women you find many results.

The main point is, we can use subject headings to find relevant materials as well as more materials with the same subject.

**Subject headings** group together information representing a variety of terms under one controlled vocabulary term.

Let’s apply this to finding theological reference books.
- Here’s the inside title page and the title page back or verso of a book published in 1899.
- Now, here’s the inside title page back or verso of a book published in 2003.
- Here we see the subject headings listed with Arabic numerals which describe what this book is about.
- And, here is the catalog record for this book showing the same subject headings.

So, besides finding subject headings on the title page verso of some books, we can also use the CUNE library catalog to discover them. One way is using subject searching.

To do subject searching,
- Go to the CUNE library page, find search Concordia University, then click on advanced search.
- Use the drop-down menu to select subject – enter the term. Since subject headings are controlled vocabulary, be ready to revise your search as needed.

[bible dictionary] Click on search, then click on a promising-looking title to find the subject heading on the right side.
- Click on a subject heading to see more books with the same subject – the “Format” box in the left margin tells you what format types you’ve found.

Another way to use the CUNE library catalog to find subject headings is using [keyword or] title searching.

[To do keyword searching,]
- Go to the CUNE library page, find search Concordia University, then click on advanced search.
- Under keyword, enter the term – if you enter more than one word, you can use quotation marks which mean search for this phrase. Keyword searches the subject, title, and many other sections of the catalog records.

[bible dictionary] Click on search, then click on a promising-looking title to find the subject heading on the right side.
- Click on a subject heading to see more books with the same subject – the “Format” box in the left margin tells you what format types you’ve found.

To do title searching,
- [colossians] Enter the book title or a potential word from the title – you might have to guess. If you enter more than one word, you can use quotation marks which mean search for this phrase.
- Click on a title to view the subject headings.
- Click on a subject heading to find more books with the same subject.
- Click on add to list to set aside the record. Sign in to WorldCat, create a free account, and add the item to a new or existing list.
- Click on a list for viewing, printing, or emailing.
- Note that you can specify the citation style. Users still need to proofread the formatting for accuracy.

Finally, here’re two more tips:  
- First, if you know a subject heading [bible dictionaries], enter it as a subject search to find more books with the same subject.  
- The second tip is, to browse lists of [LoC] subject headings, go to [http://authorities.loc.gov] > Search authorities > Subject authority headings > [term: bible n t].